



## Build Your Management Team & Retain Top Performers

ELITE™ is a hands-on development program that enables employers to offer targeted management skills training to their key, high-potential managers. The monthly seminars use the shared experiences of program participants to supplement facilitator-led instruction and proven curriculum. Open dialogue in these sessions creates a wealth of experiences and provides applications far greater than the single source of a traditional classroom event.

Participants will develop a network of peers that extends beyond the structured workshops – making this a high value return for any organization's management training and retention dollars.

### 2009 WINTER/SPRING PROGRAM

**Dates:** February 25, March 25, April 29, May 27, June 10, June 24

**Time:** All classes run 8:30 am to 12 pm

**Location:** 7921 Jones Branch Drive, Suite 600, McLean, VA 22102

### WHO SHOULD ATTEND

High potential managers who:

- Want to enhance their management skills
- Learn rapidly from the experience of others
- Enjoy collaborating with others for mutual learning and support
- Hold themselves accountable for developing their management skills

Register online at

<http://www.helioshr.com/Elite.php>

For further information, please contact  
Becky Herring at [bherring@helioshr.com](mailto:bherring@helioshr.com)  
or at 703-860-3882.

*ELITE™ is approved for  
2.1 CEUs by George  
Mason University*

## PROGRAM DETAILS

The ELITE<sup>TM</sup> program centers on the following six cornerstone areas of effective management, along with content highlights of each session:

### I. Leveraging Interpersonal Effectiveness

- Use the DiSC<sup>®</sup> interpersonal assessment to increase self-awareness of leadership behaviors
- Develop understanding of how interpersonal behavior affects interactions with others
- Build skills to adapt one's behaviors to leverage influence with others

### II. Leading & Managing Change

- Identify major forces driving change within the organization
- Acquire familiarity with model for the change transition process
- Explore leader actions to move the organization through change stages
- Develop a plan to lead change in participant's own organization

### III. Effective Communication

- Explore communication process and purpose
- Leverage communication to build collaboration and trust
- Develop a planned, systematic approach to managing all communication
- Use communication as a way to build collaboration and trust

### IV. Performance Management

- Identify components of effective performance management
- Achieve organizational mission by designing meaningful objectives
- Analyze performance to provide positive feedback and constructive criticism
- Manage development to prepare for future performance and career growth

### V. Building Effective Teams

- Use the Team Effectiveness Profile to assess current team
- Describe critical components of successful work teams
- Determine barriers to team effectiveness, and action plans to remove obstacles
- Identify stages of team development and how to navigate through each one

### VI. Managing Conflict

- Understand what is and what is not interpersonal conflict
- Explore positive and negative effects of conflict at work
- Utilize the Thomas-Kilmann Conflict Mode Instrument to assess one's personal conflict mode
- Consider how mediation can be used to resolve conflict

#### TUITION:

\$2,995 for enrollment in the 6 half-day sessions  
\$795 for 5 one-on-one coaching sessions, optional additional cost

*Tuition is non-refundable.*

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